

**The Small Business  
Opportunities Fair & Conference  
August 27, 2003  
7:30 am to 2:30 pm**

**TOGETHER, EVERYONE ACHIEVES MORE  
(T.E.A.M.)**

**Co-Sponsored by:**

**The Capital District Contracting Center**

**&**

**SBA Region III**

**(District Offices)**

**Baltimore, MD - Clarksburg, WV - Philadelphia, PA**

**Pittsburgh, PA - Richmond, VA**

**Washington Metropolitan Area - Wilmington, DE**

**Officers' Club  
Building 20  
Fort Belvoir, VA**

**Key to Attending:  
Continental Networking Breakfast  
Counseling Tables/Exhibits  
Workshops  
On the spot contracts**

**Cost: \$50 per person for small and large businesses  
\$25 per person for Government**

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# Small Business Opportunities Fair & Conference

## Agenda

Fort Belvoir Officer's Club, Bldg 20  
Wednesday, August 27, 2003  
7:30 a.m. to 2:30 p.m.

### Welcome/Opening Remarks

Allegra F. McCullough, Regional Administrator, Region 3, US SBA  
Lenora Clark-Evans, Director, Capital District Contracting Center (CDCC)  
Keynote Speaker, Mr. L. Henry Gilford  
Chairman/CEO, Gilford Corporation

### One-On-One Counseling Sessions: 8:00 a.m. to 2:00 p.m.

<u>Time</u>	<u>Workshop</u>
8:30 – 9:45A	Breaking the Ice – Effective Marketing
8:30 – 9:45A	Size Affiliations & Teaming Agreements
10:00 – 11:15A	Marketing Analysis
10:00 – 11:15A	Procurement Technical Assistance Program Service (PTAP)
12:45 – 2:00P	SBA Surety Bond
12:45 – 2:00P	Mentor Protégé Programs

## Attendee Registration Form

(Please Print and Mail with Payment to Address Below)

Registration Type	Number of person(s) attending	Amount
Government \$25.00 per person		
Small/Large Business \$50.00 per person		
		Total

Name(s), Organization and Job Title (\*Must Provide Names of All Attendees)

Address

Phone, Fax Numbers and Email

The way to register:

All registration must be received no later than August 15, 2003. Mail completed Registration Form and a company check, money order or cashiers check made payable to CDCC. (NO Personal Checks, Cash or Credit Cards will be accepted):

Capital District Contracting Center  
Attn: Elaine A. Starkes  
Suite 114A  
9410 Jackson Loop, Bldg. 1425  
Fort Belvoir, VA 22060-5134

Cancellations for the Small Business Opportunities Fair & Conference must be received in writing or via e-mail no later than August 13, 2003, after which the registration fee is non-refundable. FAX (703) 806-4002, phone number Phone (703) 806-4443 Attn: Elaine Starkes or via e-mail [Elaine\\_A\\_Starkes@belvoir.army.mil](mailto:Elaine_A_Starkes@belvoir.army.mil)

Please Check Workshop(s) You Plan To Attend

Time	Workshop Titles	Check Workshop
8:30 – 9:45A	Breaking the Ice – Effective Marketing	
8:30 – 9:45A	Size Affiliations and Teaming Agreements	
10:00 – 11:15A	Marketing Analysis	
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